

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF MICHIGAN**

**CM/ECF Attorney Advisory Committee Survey**

The court plans to form an Attorney Advisory Committee in the near future. Members of this committee will be comprised of bankruptcy attorneys, representatives from the Office of the U. S. Trustee, along with members of the Clerk's office and Chambers. Our goal is to form a partnership with the Western District bankruptcy community to assist us in defining and developing our processes and training programs as they relate to CM/ECF. Members of this committee will be of the first wave of customers to utilize ECF in our court; and from the lessons learned, we hope to accelerate the process with subsequent groups of implementing attorneys.

As a member of the Attorney Advisory Committee not only will you be one of the first attorneys given access to the system for viewing and filing, you will be involved in evaluating the current release and recommending changes and improvements for this and future upgrades. Your input will be instrumental as we develop our processes and administrative procedures.

Even though the number of participants is limited, we would like to have representatives from various interests, i.e.: those practicing primarily creditor work along with those who primarily represent debtors, sole practitioners, trustee's counsel, larger firms, etc. **If you are interested in serving on this committee, please take a moment to fill out the questionnaire and return by 09/13/02 to: U. S. Bankruptcy Court, Attn.: Daniel LaVille, Clerk, PO Box 3310, Grand Rapids, MI 49501.**

**I. General Information**

- A. Approximately how many bankruptcy petitions do you (or your firm) file in a month?
- B. Do you have multiple office addresses?
- C. Do you have a one-to-one ratio of clerical staff to attorneys or do you have a clerical pool?
- D. Who actually prepares new case documents & motions? ( generally describe process)

**II. System Readiness**

- A. Do you have a Systems Staff? If so, who is your systems contact person (and telephone number)
- B. Do you have a personal computer running a standard platform such as Microsoft, Windows or Macintosh? (Please circle)
- Windows 95          Windows 98          Windows 2000          Macintosh
- Other (specify) \_\_\_\_\_
- C. Is your processor a Pentium? If not, please specify.
- D. How much RAM (Random Access Memory) does your computer have?
- E. Do you have Internet access?
1. If so, what type of internet connection do you have? (i.e.: dial-up 28K or 56K, cable modem, DSL, ISDN)
2. If so, do all staff members have internet access, or is it limited to certain staff?
3. Which browser so you use (please circle one)
- Netscape Navigator   Internet Explorer          Other
- Version \_\_\_\_\_          Version \_\_\_\_\_          \_\_\_\_\_
- Does your office have its own Web Site? If so, what is the URL "address"?
4. Do you use Adobe Acrobat products? (These software applications are used to view and create Portable Document Formatted (PDF) documents)
- If so, what products do you use? (please circle one)
- Acrobat Reader only          Acrobat Writer & Reader
- Version: \_\_\_\_\_          Version: \_\_\_\_\_
5. Do you currently have a document scanner? If so, what brand & model.

6. What software package are you currently using to create forms (petitions, schedules, matrices, etc.) for new cases? (please circle one)

BK Pro                      Best Case                      BK 2002                      Other  
Version: \_\_\_\_\_      Version: \_\_\_\_\_      Version: \_\_\_\_\_      Specify: \_\_\_\_\_

Does it have "PDF" document creation abilities?

Who is the vendor?

Is the application windows based?

Name, address & phone number of the support person you go to for help with the software package? (Do you have an Account Rep?

7. For documents other than new case related (i.e.: motions, responses, orders, etc.) which word processing application do you use? (Please circle one)

WordPerfect                      Word                      Other  
Version: \_\_\_\_\_      Version: \_\_\_\_\_      Specify: \_\_\_\_\_  
Version: \_\_\_\_\_

8. Are you a current PACER subscriber? If so, how many PACER users are in your offices?

### III. Contact Information

Atty. Name: \_\_\_\_\_

Law Firm: \_\_\_\_\_

E:mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Primarily Practice (please circle one)      Debtor work      Trustee work      Creditor work